

The Department of Early Childhood Education is currently accepting applications for the position of First Five Foundation Site State-Wide Monitor. This will require extension travel covering the entire state of Alabama.

#### Roles and Responsibilities: First Five Foundation Site Statewide Monitor

As an employee of DECE and a representative of DHR, the following is expected from employees:

1. Support quality implementation of First Five Foundation Program through monthly monitoring of statewide programs and through onsite quarterly audits programs to validate monthly monitoring reports.
2. Maintain professional relationship with program directors, regional directors, and DECE staff to ensure all elements of quality are supported and all necessary steps to implement quality are effectively communicated to all involved parties.
3. Maintain a system of accountability for site coaches to store data and maintain clean data records for accountability.
4. Complete monthly and weekly monitoring reports to ensure all information is recorded for accountability. This includes supporting programs with needs assessments for enhancement and to ensure funding is spent by required deadlines.
5. Create indoor and outdoor environment plans to fund enhancement grants for programs specifically targeting birth to three.
6. Aggregate data quarterly to share with DECE to show outcomes on system, program, classroom, teacher, and child levels.
7. Attend DECE meetings and work collaboratively with First Class Foundation Site coaches to move the classroom towards quality.
8. Enter and download data into required systems to support field staff
9. Provides support for professional accountability required to perform the expectations of the job.
10. Effectively manages relevant guidelines to ensure programs are in compliance with DHR expectations.
11. Conduct regular visits to individually meet the needs of the program to ensure success.

This position requires meeting the qualifications for the State job code Education Specialist I – 30122. Applicants will not be scheduled for interviews until they are on the State Personnel register for this classification.

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Officer

[tammy.gibson@ece.alabama.gov](mailto:tammy.gibson@ece.alabama.gov)